1st4sport Level 2 NVQ Certificate in Activity Leadership

Qualification Specification

Qualification Overview: This qualification has been designed to provide a benefit to learners through an introduction into the principles and practice of safe, ethical and effective practice in leading activity sessions, and to confirm competence to the required standard in an appropriate sports/leisure environment.

Qualification Code: 600/1201/8 Level: 2 Age: 16+ Registration Period: 2 Years
Guided Learning (GL): 224 Total Qualification Time (TQT): 300 Credit Value: 30 Operational From: 15 March 2011

Progression Opportunities: This qualification can lead to paid or voluntary employment in roles which involves leading activities for adults or young people. It could also be used as a progression to a sports specific coaching qualification. This qualification is also part of an intermediate apprenticeship.
### Qualification Objective

**What does this qualification cover?**

The objective of the 1st4sport Level 2 NVQ Certificate in Activity Leadership is to provide a benefit to learners through an introduction into the principles and practice of safe, ethical and effective practice in leading activity sessions, and to confirm competence to the required standard in an appropriate sports/leisure environment.

**Who is the qualification for?**

This qualification provides learners the opportunity to be assessed in their own work environment to confirm occupational competence in Activity Leadership. Learners will need to be working or on an appropriate long term work placement in a relevant activity leadership role in order to be assessed in the work environment over a period of time and must be at least 16 years of age to register for this qualification. This qualification can also be accessed as part of the Intermediate Apprenticeship in Activity Leadership.

**Who supports this qualification?**

This qualification has been developed by SkillsActive, the Sector Skills Council for Active Leisure, Learning and Well-being, in consultation with industry experts in the area of sport and active leisure.

### Qualification Progression

**What future education could this qualification lead to?**

Learners achieving this qualification might consider progression to the following qualifications:

- 1st4sport Level 2 Certificate in Leisure Operations
- 1st4sport Level 3 Certificate in Leisure Management

It could also be used as a progression to a sports specific coaching qualification.

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### What future employment could this qualification lead to?

This qualification can lead to paid or voluntary employment in roles which involves leading activities for adults or young people.

### Qualification Achievement

**Entry Requirements for the Qualification**

Prior to registration learners are required to:

- be accurately identified
- be 16 years of age or over
- be able to communicate effectively in English (this includes listening, speaking, reading and writing)
- have access to appropriate assessment opportunities in their work environment

There are no additional pre-requisites to certification other than the successful achievement of the assessment criteria.

**How is the Qualification Achieved?**

Recognised centres are required to ensure this assessment specification is fully complied with, without any deviation. Suitable assessment methods include:

- oral and written questions
- assignments
- projects
- case studies
- observation in the work environment
- simulations (including role play) where permitted
- skills tests
### What will be assessed?

Learners will be assessed against all evidence generated in the workplace environment or otherwise.

Evidence used to assess learning outcomes and assessment criteria must be genuinely generated by the learner without help from others. For example, workbooks in which the learner has simply copied down information supplied by a tutor cannot be used as evidence of their knowledge; neither can written assignments that have been plagiarised from other learners.

Further information is available from 1st4sport Qualifications on request.

### How will it be assessed?

This qualification contains a range of units to be completed by the learner. Each unit is comprised of a number of learning outcomes and identified assessment criteria to be completed.

Learning Outcomes that begin ‘The learner will **understand**’…’ will be assessed through theory based activities.

Learning Outcomes that begin ‘The learner will **be able to**’…’ are assessed through practical activities.

For example:

<table>
<thead>
<tr>
<th>Learning outcomes</th>
<th>Assessment criteria</th>
</tr>
</thead>
</table>
| **1 understand** how to ensure participants’ safety during sport specific coaching sessions | 1.1 describe the health and safety requirements that are relevant to planned sport-specific activities and competition.  
1.2 describe how to structure coaching sessions to minimise the risk of injury to participants. |
| **2 be able to** prepare resources for the coaching session | 2.1 ensure that the identified resources meet the requirements of the activity. |

### Qualification Delivery

#### What workforce is needed to be able to deliver this qualification?

The recognised centre is required to have a qualified and competent qualification workforce in place which includes as a minimum:

- a qualification administrator
- a qualification coordinator
- an appropriately qualified tutor to conduct training (only if learning programme is classroom sessions)
- an appropriately qualified assessor to conduct assessment
- an appropriately qualified internal quality assurer to conduct internal quality assurance (IQA)

Further information on workforce requirements are available from 1st4sport Qualifications on request.

#### What facilities are needed to be able to deliver this qualification?

The recognised centre is required to have one or more delivery sites which contain facilities to support the programme of learning and assessment reflecting the expectations of the context and the sport and active leisure industry. These must comply with accepted health and safety practices and have in place appropriate access arrangements.

If the practical assessments are carried out in the learners own work environment, they must also comply with accepted health and safety practices.

The environment must be conducive to learning; lighting, temperature and noise levels appropriate to learner needs.

#### What equipment is needed to be able to deliver this qualification?

The recognised centre is required to have equipment in place to facilitate the full programme of learning and assessment reflecting the expectations of the context and the sport and active leisure industry, which must comply with accepted health and safety practice.
What qualification materials support this qualification?

This qualification is supported by a number of additional documents which must be read by all relevant personnel within recognised centres approved to offer this qualification. These include the 1st4sport Level 2 NVQ Certificate in Active Leisure:

- **Qualification Handbook**, detailing the 1st4sport Qualification Approval Conditions and the Delivery, Assessment and Quality Assurance Approach for this qualification
- **Unit Specifications**, detailing the Learning Outcomes and Assessment criteria for the qualification
- **Learner Portfolio**, containing a series of pre-standardised assessment tools and templates to support the learner's achievement of the qualification.
- **Delivery, Assessment and Quality Assurance Approach**, detailing the recommended learning programme, exemplar assessment answers and levels of attainment and guidance to the internal quality assurance

How much does this qualification cost?

Qualification registration and certification fees are available from 1st4sport Qualifications on request. Centres need to factor in facility and workforce costs in order to determine a Qualification Fee for learners.

How to apply to deliver this qualification

Contact 1st4sport Qualifications, requesting qualification approval for the 1st4sport Level 2 NVQ Certificate in Active Leisure qualification.

Tel: 0113 290 7610
Email: enquiries@1st4sportqualifications.com
Website: [www.1st4sportqualifications.com](http://www.1st4sportqualifications.com)
## Qualification Structure (Rule of Combination)

To qualify for the 1st4sport Level 2 NVQ Certificate in Activity Leadership, learners must successfully achieve all six mandatory units and two optional units, resulting in a minimum of thirty credits.

### Mandatory Units

<table>
<thead>
<tr>
<th>Unit Title</th>
<th>Level</th>
<th>Credit</th>
<th>GL</th>
<th>Reference</th>
<th>Assessment Method(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support the work of your team and organisation</td>
<td>2</td>
<td>2</td>
<td>15</td>
<td>Y/601/4483</td>
<td>Written Tasks, Evidence generated in the workplace</td>
</tr>
<tr>
<td>Prepare for activity sessions</td>
<td>2</td>
<td>4</td>
<td>30</td>
<td>F/601/5532</td>
<td>Written Tasks, Evidence generated in the workplace</td>
</tr>
<tr>
<td>Lead activity sessions</td>
<td>3</td>
<td>9</td>
<td>67</td>
<td>J/601/5533</td>
<td>Written Tasks, Evidence generated in the workplace</td>
</tr>
<tr>
<td>Conclude and review activity sessions</td>
<td>2</td>
<td>4</td>
<td>30</td>
<td>L/601/5534</td>
<td>Written Tasks, Evidence generated in the workplace</td>
</tr>
<tr>
<td>Promote health, safety and welfare in active leisure and recreation</td>
<td>2</td>
<td>4</td>
<td>30</td>
<td>D/601/4484</td>
<td>Written Tasks, Evidence generated in the workplace</td>
</tr>
<tr>
<td>Support equality and diversity in active leisure and recreation</td>
<td>3</td>
<td>2</td>
<td>15</td>
<td>H/601/4485</td>
<td>Written Tasks, Evidence generated in the workplace</td>
</tr>
</tbody>
</table>

### Optional Units

<table>
<thead>
<tr>
<th>Unit Title</th>
<th>Level</th>
<th>Credit</th>
<th>GL</th>
<th>Reference</th>
<th>Assessment Method(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administer finance and information</td>
<td>2</td>
<td>3</td>
<td>22</td>
<td>R/601/5535</td>
<td>Written Tasks, Evidence generated in the workplace</td>
</tr>
<tr>
<td>Contribute to joint working with other organisations</td>
<td>2</td>
<td>4</td>
<td>30</td>
<td>Y/601/5536</td>
<td>Written Tasks, Evidence generated in the workplace</td>
</tr>
<tr>
<td>Support the development of the sport or activity</td>
<td>2</td>
<td>2</td>
<td>15</td>
<td>H/601/5538</td>
<td>Written Tasks, Evidence generated in the workplace</td>
</tr>
<tr>
<td>Set up, take down and store activity equipment</td>
<td>2</td>
<td>3</td>
<td>22</td>
<td>K/601/4486</td>
<td>Written Tasks, Evidence generated in the workplace</td>
</tr>
<tr>
<td>Check and service activity equipment</td>
<td>2</td>
<td>3</td>
<td>22</td>
<td>M/601/4487</td>
<td>Written Tasks, Evidence generated in the workplace</td>
</tr>
<tr>
<td>Contribute to environmental conservation in active leisure and recreation</td>
<td>3</td>
<td>6</td>
<td>45</td>
<td>L/601/4495</td>
<td>Written Tasks, Evidence generated in the workplace</td>
</tr>
<tr>
<td>Give customers a positive impression of yourself and your organisation</td>
<td>2</td>
<td>5</td>
<td>33</td>
<td>L/601/0933</td>
<td>Written Tasks, Evidence generated in the workplace</td>
</tr>
<tr>
<td>Unit Title</td>
<td>Level</td>
<td>Credit</td>
<td>GL</td>
<td>Reference</td>
<td>Assessment Method(s)</td>
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<tr>
<td>Look after participants when they are away from home</td>
<td>3</td>
<td>6</td>
<td>45</td>
<td>K/601/5539</td>
<td>Written Tasks, Evidence generated in the workplace</td>
</tr>
<tr>
<td>Enable disabled people to take part in activities</td>
<td>3</td>
<td>9</td>
<td>67</td>
<td>D/601/5540</td>
<td>Written Tasks, Evidence generated in the workplace</td>
</tr>
<tr>
<td>Contribute to adventurous activities</td>
<td>2</td>
<td>8</td>
<td>60</td>
<td>H/601/5541</td>
<td>Written Tasks, Evidence generated in the workplace</td>
</tr>
<tr>
<td>Contribute to participants’ personal and social development</td>
<td>2</td>
<td>5</td>
<td>37</td>
<td>K/601/5542</td>
<td>Written Tasks, Evidence generated in the workplace</td>
</tr>
<tr>
<td>Contribute to participants’ exploration and understanding of the natural environment</td>
<td>2</td>
<td>4</td>
<td>30</td>
<td>M/601/5543</td>
<td>Written Tasks, Evidence generated in the workplace</td>
</tr>
</tbody>
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